Word 2011 for Mac
Shortcut Keys

Create, save, print and view documents

Shortcut	What it does
Command+N	Starts a new blank document.
Command+O	Displays the Open dialog box.
Command+W	Closes the active document.
Command+S	Save a document.
Command+P	Displays the Print dialog box.
Command+Q	Quit Word

Find and replace text

Shortcut	What it does
Command+F	Activates the Search box
Command+G	Goes to the next occurrence of the text in the Search box
Command+Shift+H	Shows the Find and Replace options
Option+Command+G	Displays the Go To dialog box.

Edit and move text and graphics

Shortcut	What it does
Delete	Deletes one character to the left.
Command+Delete	Deletes one word to the left.
Cancel or Clear	Deletes one character to the right.
Command+Cancel	Deletes one word to the right.
Command+Z	Undoes the last action.
Command+C	Copies selected text or graphics to the Office Clipboard.
Command+X	Cuts selected text or graphics to the Office Clipboard.
Command+V	Pastes the most recent addition to the Office Clipboard.
Command+Control+V	Shows the Paste Special dialog box.
Command+Shift+C	Copies the formatting only.
Command+Shift+V	Pastes the formatting only.

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Insert special characters

Shortcut	What it does
Command+F9	Inserts a blank field.
Shift+Return	Starts a new line in a paragraph.
Shift+Fn+Return	Inserts a page break.
Command+Shift+Enter	Inserts a column break.
Command+Hyphen	Inserts an optional hyphen.
Command+Shift+Hyphen	Inserts a non-breaking hyphen.
Option+Spacebar	Inserts a non-breaking space.
Option+G	Inserts the copyright symbol ©.
Option+R	Inserts the registered trademark symbol ®.
Option+2	Inserts the trademark symbol ™.
Option+Semicolon	Inserts an ellipsis.

Select text and graphics

Shortcut	What it does
Shift+Right Arrow	Selects one character to the right.
Shift+Left Arrow	Selects one character to the left.
Shift+Option+Right Arrow	Selects to the end of a word.
Shift+Option+Left Arrow	Selects to the beginning of a word.
Shift+End or Shift+Command+Right Arrow	Selects to the end of a line.
Shift+Home or Shift+Command+Left Arrow	Selects to the beginning of a line.
Shift+Down Arrow	Extends the selection one line down.
Shift+Up Arrow	Extends the selection one line up.
Command+Shift+Down Arrow	Extends a selection to the end of a paragraph.
Command+Shift+Up Arrow	Extends a selection to the beginning of a paragraph.
Shift+Page Down	Extends a selection one screen down.
Shift+Page Up	Extends a selection one screen up.
Command+Shift+Home	Extends a selection to the beginning of a document.
Command+Shift+End	Extends a selection to the end of a document.
Command+A	Selects the entire document.

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Shortcut Keys

Select text in a table

Shortcut	What it does
Tab	Selects the next cell's contents.
Shift+Tab	Selects the preceding cell's contents.

Move the insertion point through a document

Shortcut	Where the insertion point moves to:
Left Arrow	One character to the left.
Right Arrow	One character to the right.
Option+Left Arrow	One word to the left.
Option+Right Arrow	One word to the right.
Command+Up Arrow	One paragraph up.
Command+Down Arrow	One paragraph down.
Up Arrow	Up one line.
Down Arrow	Down one line.
End or Command+Right Arrow	To the end of a line.
Home or Command+Left Arrow	To the beginning of a line.
Command+Page Down	To the top of the next page.
Command+Page Up	To the top of the previous page.
Command+End or Command+Fn+Right Arrow	To the end of a document.
Ctrl+Home or Command+Fn+Left Arrow	To the beginning of a document.
Shift+F5	To a previous revision.

Apply character formats

Shortcut	What it does
Command+D	Opens the Font dialog box to change the formatting of characters.
Command+Shift+<	Decreases the font size one value.
Command+Shift+>	Increases the font size one value.
Command+[	Decreases the font size 1 point.

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Word 2011 for Mac
Shortcut Keys

Shortcut	What it does
Command+]	Increases the font size 1 point.
Shift+F3	Changes the case of letters.
Command+Shift+A	Applies or removes All Caps.
Command+B	Applies or removes bold formatting.
Command+U	Applies or removes underlining.
Command+Shift+W	Applies underline words but not spaces.
Command+Shift+D	Applies or removes double-underline.
Command+I	Applies or removes italic formatting.
Command+Shift+K	Applies or removes Small Caps.
Command+Equal Sign	Applies or removes subscript formatting.
Command+Shift+Plus Sign	Applies or removes superscript formatting.
Command+Shift+Z	Removes manually applied character formatting.

Apply paragraph formatting

Shortcut	What it does
Command+1	Sets single line spacing.
Command+2	Sets double line spacing.
Command+5	Sets 1.5 line spacing.
Command+0 (Zero)	Adds or removes one line space preceding a paragraph.
Command+E	Switches a paragraph between centred and left alignment.
Command+J	Switches a paragraph between justified and left alignment.
Command+R	Switches a paragraph between right and left alignment.
Command+L	Applies left alignment.
Control+Shift+M	Indents a paragraph from the left.
Command+Shift+M	Removes a paragraph indent from the left.
Command+T	Creates a hanging indent.
Command+Shift+T	Reduces a hanging indent.

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